

REFERENCING: THE HARVARD WAY

This is a general guide to using the Harvard Referencing System (also known as the name and date system). It is based on the British Standards. Many courses have their own convention for how to reference your work.

If your tutor has given you guidance on referencing, follow that instead.

There are two parts to referencing: **i) marking in your assignment when you are using another person's words or referring to another person's ideas (in-text referencing)** and **ii) listing the details of all these references at the end of your assignment.** All references in the body of your assignment must match up with a full reference in your final reference list. This must include the information that your reader will need to easily find each work you are referring to.

The reference list at the end of your work demonstrates the depth of your research. It also acknowledges your sources of information which, together with your in-text references, protects you against the serious charge of **plagiarism** (passing off others' ideas as your own). Every quotation or mention of another person's ideas, theories or data must reference the source it is taken from. So keep records of all the sources you use in your work as you go!

This factsheet provides examples for the most common sources you are likely to use. If you use a source that is not covered, please create a reference based on general referencing principles and include:

1. Author details (surname first) – use a corporate author/organisation if no individual is named
2. Year the material was published/created
3. Title details
4. Publication details – where and by whom a document was published (not always given for electronic material)

5. Online access details for sources that may change – please include web address and date you viewed it (you do not need to include online access details for electronic versions of academic sources such as books and journal articles)

REFERENCES WITHIN YOUR ASSIGNMENT

You can refer to the work of others in several ways within your assignment:

1. Short quote – enclose in quotation marks within your sentence.
2. Long quote – start on a new line, use single spacing and indent.
3. Paraphrase – put another person's ideas into your own words.

All of these must include **a reference to your original source** by inserting the **author's surname, year of publication and page number(s)** if appropriate within your sentence. If you have quoted (or paraphrased a particular short section) you should include the page number(s); if you are summarising a large section or the entire work, you do not need to include a page number.

EXAMPLES

Author surname appears in the body of your sentence – just add the year [and page(s) if appropriate] after the name where it occurs.

As Smith (2013, p.16) states, all resources must be referenced.

Author surname is not given within the sentence – include the surname, year [and page(s) if appropriate] in brackets at the end of the sentence.

It has been stated that all resources used to support your arguments must be included in your reference list (Smith 2013, p.16).

EXAMPLES: MULTIPLE AUTHORS

Two or three authors – all surnames should be given.

(Smith and Jones 2013)

(Smith, Jones and Brown 2013)

More than three authors – the surname of only the first author is used, followed by *et al.*

(Smith *et al.* 2013)

No author – use 'Anon.' It is preferable to use an organisation/corporate author where possible instead (see below).

(Anon. 2013)

Corporation/organisation as author – use the company/organisation name.

(Department of Health 2013)

EXAMPLES: FILMS

When referencing films in your assignment, give the **title of the film followed by the year of production** in brackets. Please note that the date is only necessary the first time a film is mentioned, after that the title is enough.

Brassed Off (1996)

REFERENCE LIST AT THE END OF YOUR ASSIGNMENT

The reference list should be arranged in **alphabetical order by author**. If an author has written **alone and with others**, the solo works come first, followed by any joint works.

If an author has written **more than one solo work**, list them in date order (oldest to newest). If an author has written **more than one work in a year**, you need to add a, b, c, after the year for each reference to differentiate them.

DOMINELLI, L., 2002a. *Feminist social work theory and practice*. Basingstoke: Palgrave
In text: (Dominelli 2002a)

DOMINELLI, L., 2002b. *Anti-oppressive social work theory and practice*. Basingstoke: Palgrave
In text: (Dominelli 2002b)

STYLE NOTE

This is Southampton Solent University's interpretation of the British Standard Harvard referencing style. Whatever approach you take, you must be consistent in the style of your references.

TROUBLESHOOTING

How do I reference a PDF?

Many documents are made available as PDFs – this is the format for viewing the document. To reference it, you need to work out what type of publication the PDF is. Is it a PDF of a book? Journal article? Conference paper? Report? You can then follow the reference style for the publication type.

How do I reference lecture notes/presentations?

You are advised to use academic sources for your work, but if you do wish to reference lecture notes or presentations you could follow this example:

LECTURER /PRESENTER, Year. *Title of lecture or presentation*. Lecture/Presentation delivered to [name of course, level #], date of lecture

BROWN, P., 2014. *The basics of Civil Engineering*. Lecture delivered to HNC Civil Engineering, Level 4, 10th October 2014

USEFUL ABBREVIATIONS

Anon.	anonymous
ed(s).	editor(s) or edition
<i>et al.</i>	and others (multiple authors)
n.d.	date unknown
p.	page
pp.	pages
ibid.	in the same book or article
op. cit.	in the work already quoted

GETTING MORE HELP

For more information and examples of how to reference other types of publication, please see the **referencing and plagiarism** tutorial in **succeed@solent**.

If you need further help with referencing, please contact your lecturer or see your **information librarian**.

More information is available from books in the library's learning skills collection which is shelved at 029.65.

Please note that Harvard is a popular style of referencing but there are other styles you could use. Please check with your tutor as to which style you are expected to follow.

REFERENCES

BRITISH STANDARDS INSTITUTION, 2010. *BS ISO 690:2010 Information and documentation – Guidelines for bibliographic references and citations to information resources*. London: British Standards Institution

Contact

Mountbatten Library

Enquiries: 023 8201 3681

www.solent.ac.uk/library

ACADEMIC SOURCES

Source	In-text reference examples	Full reference example
Books	... (Johns 2014) Johns (2014) has argued...	AUTHOR(S), Year of publication. <i>Title</i> . Edition (other than first). Place of publication: Publisher JOHNS, R., 2014. <i>Using the law in social work</i> . 6 th ed. London: Learning Matters
Chapter or essay in an edited book	... (Busch 2001, p.23) As indicated by Busch (2001, p.23)...	AUTHOR(S) OF CHAPTER, Year of publication. Title of chapter/essay. In: Editor(s) of book. <i>Title of book</i> . Edition (other than first). Place of publication: Publisher, pages BUSCH, A., 2001. Unpacking the globalization debate: approaches, evidence and data. In: C. HAY and D. MARSH, eds. <i>Demystifying globalization</i> . New York: Palgrave, pp.21-48
Conference paper – as part of published proceedings	... (Brandon 2003, p.39) Brandon has argued that "....." (2003, p.39)	Follow the same format as for chapter/essay but include the date and place of the conference. AUTHOR(S) OF PAPER, Year of publication. Title of paper. In: Editor(s) of book. <i>Title of book</i> . Edition (other than first). Place of publication: Publisher, pages BRANDON, D., 2003. Complex decision support in web time. In: M. KHOSROW-POUR, ed. <i>Information, technology & organizations: trends, issues, challenges & solutions Volume 1, Information resources management association international conference, 18-21 May, 2003, Philadelphia</i> . Hershey: Idea Group Publishing, pp.38-40
Journal articles	... (Hodgkinson and Tilley 2007) Hodgkinson and Tilley (2007) have found ...	AUTHOR(S), Year of publication. Title of article. <i>Title of journal</i> , volume number(issue or part number), pages HODGKINSON, S. and N. TILLEY, 2007. Travel-to-crime: homing in on the victim. <i>International review of victimology</i> , 14(3), 281-298

ALTERNATIVE SOURCES

Blogs	... (Bradley 2008) Bradley (2008) has argued...	Blogs – include the web address and the date at which you viewed it (this is needed in case the web page changes and the URL is updated): AUTHOR(S), Year. Title of blog entry. In: <i>Blog title</i> . Full date of blog entry [viewed date]. Available from: URL BRADLEY, P., 2008. Word of the day is 'exaflood'. In: <i>Phil Bradley's weblog</i> . 29 April 2008 [viewed 9 May 2008]. Available from: http://philbradley.typepad.com/phil_bradleys_weblog/
Electronic images	... (Tama 2007) Tama (2007) has depicted...	ORIGINATOR(S), Year. <i>Title of image or a description</i> [digital image] [viewed date]. Available from: URL Filename including extension TAMA, M., 2007. <i>David Beckham brings soccer skills and marketing power to US</i> [digital image] [viewed 20 June 2008]. Available from: http://eig.edina.ac.uk/75382023-001.jpg
Film or DVD/video	... (<i>Macbeth</i> 1948) As seen in <i>Macbeth</i> (1948) ... <i>Macbeth</i> also... ... (<i>From faking It to making It</i> 2005) Include the year the first time you reference a film/DVD, after that the title is enough	Generally cited by title as they are collaborative ventures: <i>Title</i> , Year [material designation]. Subsidiary originator (if applicable, for example, director). Production details <i>Macbeth</i> , 1948 [film]. Directed by Orson WELLES. USA: Republic Pictures <i>From faking it to making it</i> , 2005 [DVD]. Video Arts
Newspaper and magazine articles	... (Foreman 2005, p.2) Foreman (2005, p.2) has identified...	AUTHOR(S), Year of publication. Title of article. <i>Title of newspaper/magazine</i> , day and month, pages FOREMAN, J., 2005. Olympic cities brought to their knees by the games. <i>Daily mail</i> , 7 July, 1-2

ALTERNATIVE SOURCES continued

Online reports	... (Lawton 2007) This has been discussed by Lawton (2007)...	AUTHOR(S), Year of publication. <i>Title</i> . Place of publication: Publisher [viewed date]. Available from: URL LAWTON, A., 2007. <i>Supporting self-advocacy</i> . London: Social Care Institute for Excellence [viewed 24 June 2008]. Available from: http://www.scie.org.uk/publications/positionpapers/pp06.pdf Some web resources do not give all the details you would find in a printed resource. Just include as much detail as is available to help the reader locate your source.
Television or radio programme	... (<i>Mary, queen of shops</i> 2007) <i>Mary, queen of shops</i> (2007) shows... ... (<i>Woman's hour</i> 2008) As found by <i>Woman's hour</i> (2008)...	<i>Programme title</i> , Year [medium]. Channel. Date. Time <i>Mary, queen of shops</i> , 2007 [TV]. BBC2. 31 May. 21:00 <i>Woman's hour</i> , 2008 [radio]. BBC Radio 4. 23 June. 10:00
Web pages including YouTube and Lynda.com	... (University of Staffordshire 2003) Findings from the University of Staffordshire (2003)...	Web pages – include the web address and the date at which you viewed it (this is needed in case the web page changes and the URL is updated). AUTHOR(S), Year of publication. <i>Title</i> [viewed date]. Available from: URL UNIVERSITY OF STAFFORDSHIRE, 2003. <i>Computers in teaching and learning</i> [viewed 24 June 2008]. Available from: http://www.staffs.ac.uk/cita/welcomeframe.html

SECONDARY REFERENCES – when referring to a source discussed in a text you are reading, reference the source you have actually read

Secondary references	Shuell (cited in Biggs and Tang 2011, p.97) (Shuell cited in Biggs and Tang 2011, p.97)	BIGGS, J. and C. TANG, 2011. <i>Teaching for quality learning at university</i> . 3 rd ed. Maidenhead: Open University Press
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AUTHORS – multiple, corporate and missing authors

One author – surname comes before initial(s)	... (Prentice 2008, p.45) Prentice (2008, p.45) has argued...	PRENTICE, W.E., 2008. <i>Essentials of athletic injury management</i> . 7th ed. New York: McGraw Hill
Two or three authors – subsequent authors' initial(s) come before surname	... (Smith, Stewart and Cullen 2006) Smith, Stewart and Cullen (2006) state ...	SMITH, F., R. STEWART and D. CULLEN, 2006. <i>Adoption now: law, regulations, guidance and standards</i> . London: BAAF
More than three authors – include first author and add et al. for others	... (Harrison <i>et al.</i> , 2005) The work of Harrison <i>et al.</i> (2005) shows...	HARRISON, M. <i>et al.</i> , 2005. <i>Housing, 'race' and community cohesion</i> . Coventry: Chartered Institute of Housing
Corporate authors – e.g. Organisations, Institutions	... (Home Office 2001) The Home Office (2001) also suggests...	HOME OFFICE, 2001. <i>Policing a new century: a blueprint for reform</i> . Norwich: The Stationery Office
No author use Anon. - ideally use corporate author instead	... (Anon. 2004, p.21) As evidenced by Anon. (2004, p.21)...	ANON., 2004. <i>Social services year book 2004</i> . 32nd ed. Harlow: Pearson Education